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Lucas County Information Services Checklist for Hardware/Software/Services

Department: Recorder
Funding Account & Description: 2230-3120-530100

Requestor: Jessica Ford / Julie East

Req. Date: 03/11/2014

Vendor: SHI

☒ State Term Contract ID 0A1108

Type of Request (check all that apply):

☐ Hdw ☒ SW ☐ Services/New

☒ Purchase ☐ Lease ☐ Subscription

☐ Services/Support Renewal
Original Purchase Date

Description or Nature of Request and for whom this is intended:

Lucas County Recorder intends to purchase 2 MS Word 2013 Licenses for K. Kinney and a scan station. The Office 2013 Standard purchase will be used for S. Christopher.

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
059-08670 MS Word 2013 License	7723237	na	2	\$ 118.80	\$ 0.00	\$ 237.60
021-10293 MS Office Std 2013	7723237	na	1	\$ 241.73	\$ 0.00	\$ 241.73
				\$ 0.00	\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00	\$ 0.00

Total Request \$ 479.33

Business Reason or Justification:

The software will be replacing Office 2003 and to be installed on new Windows 7 PCs.

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Planned Location:

Desktop

If Other please specify:

Network Connection Required?

☐ Yes ☒ No ☐ N/A

LCIS installation assistance needed?

☒ Yes ☐ No

Date:

LCIS on-going support required?

☒ Yes ☐ No ☐ N/A

ITB or RFP completed?

☐ Yes ☐ No ☒ N/A

LCIS Management review completed?

☒ Yes ☐ No

Exclusion

DP Board Approved?

☐ Yes ☒ No

MS Office Suite

Exclusion

Date of Approval:

03/11/2014

Comments:

Reviewed and prepared by Jeremy Burnat.
Reviewed and approved by George Webb.

G. Webb
3/11/2014

**Pricing Proposal****Quotation #:** 7723237**Description:** Micro**Created On:** Mar-05-2014**Valid Until:** Mar-31-2014

LUCAS COUNTY INFORMATION SRVCS**Jeremy Burnat**

ONE GOVERNMENT CENTER

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Fax:

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All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 Microsoft Word 2013 - License - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: 059-08670	2	\$118.80	\$237.60
2 Microsoft Office Standard 2013 - License - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: 021-10293	1	\$241.73	\$241.73
Total			\$479.33

Additional Comments

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